App. F. IX-4

1949-50
(CB)

File No. 38-49

Serial Nos. 2

Previous References.

Later References.

GENERAL AND REVENUE SECRETARIAT

Serial Nos. One

Part B for Oct 49

SUBJECT

O.M.-Re Procedure to be followed when corresponding with the Govt of India

No. 3063-72/CB 38-49-2 D. 1. Oct. 49

To The Secretaries to Govt

Sankara Rao 20/10/49

3063-72/CB 38-49-2. D. 1-10-49.

Offl. Memorandum.

K

In inviting reference to O.M.No.878-88/C.B.38-49-1 dated 1st August 1949, Secretaries to Government are requested to see that only important correspondence with the Government of India is passed through the Chief Secretary to Government, and that, ~~at the final stage~~ just before despatch, with a clear and intelligible draft or note. A number of files are being indiscriminately sent at present at initial or incomplete stages as if to seek the opinion of the Chief Secretary ~~on such matters~~. It is obviously impossible for the Chief Secretary to ~~wade through~~ study entire files, ~~to know what is dealt with~~ or to examine cases, which should be done fully by the administrative branch concerned. The object of the procedure is only that the Chief Secretary should be apprised of all important correspondence with the Government of India and be aware of such important matters dealt with ~~the~~ in other branches. In marking such files to him, Secretaries to Government are requested kindly to see that this object is kept in view.

B.O.

1/10/49

Chief Secretary to Govt.

Submitted

Draft O.M. put up, as instructed, for consideration.

Chief Secy

30.9.49.

Issued 30/9/49

The Secretaries to Govt.

Issued Issued 1-10-49

Issued O.M. No. 3063-72/CB. dated 3rd Oct. to the Secretaries to the Government

B/

Submitted for orders whether this may be deposited. 7/10.

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

General and Revenue Secretariat,

No. 3063-72/C.B.38-49-2 Dated Bangalore, 3rd October 1949

OFFICIAL MEMORANDUM.

In inviting reference to Official Memorandum No.878-88/C.B.38-49-1 dated 1st August 1949, Secretaries to Government are requested to see that only important correspondence with the Government of India is passed through the Chief Secretary to Government, and that, just before despatch, with a clear and intelligible draft or note. A number of files are being indiscriminately sent at present at initial or incomplete stages as if to seek the opinion of the Chief Secretary. It is obviously impossible for the Chief Secretary to study entire files of all branches of Secretariat or to examine cases and draft replies or approve of them, which should be done fully by the administrative branch concerned. The object of the procedure is only that the Chief Secretary should be apprised of all important correspondence with the Government of India and be aware of such important matters dealt with in other branches. In marking such files to him, Secretaries to Government are requested kindly to see that this object is kept in view.

Hon. Ramakrishnaya
Chief Secretary to Government.

To

The Secretaries to Government.

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

General and Revenue Secretariat,

No. 878-88/C.B.38-49-1 *Dated Bangalore,* 1st August 1949.

OFFICIAL MEMORANDUM.

Secretaries to Government are requested kindly to note that all important correspondence with the Government of India dealt with in any branch is hereafter passed through the Chief Secretary to Government at the time of issue or earlier, according to the nature of the subject. While it may not be necessary to put up such files to the Chief Secretary at every stage it is quite necessary and important that no letter on any important matter to the Government of India is issued before the concerned file with the letter is perused or passed through the Chief Secretary to Government.

Sd/- M. Ramakrishnaiya
Chief Secretary to Government.

The Secretaries to Government.

GOVERNMENT OF THE UNION TERRITORY OF DAMAN.

Dated Daman the 1st August 1963.

From

The Secretaries to Government.

To

All Heads of Departments.

No. 378-88/G.S.SC-1-1.

CIRCULAR

Secretaries to Government are requested kindly to note that all important correspondence with the Government of India dealt with in any branch is here-after passed through the Chief Secretary to Government at the time of issue or earlier, according to the nature of the subject. While it may not be necessary to put up such files to the Chief Secretary at every stage, it is quite necessary and important that no letter on any important matter to the Government of India is issued before the concerned file with the letter is perused/or passed through the Chief Secretary to Government.

Yours faithfully,

Chief Secretary to Government.